

### TRAINING EVALUATION

This evaluation is based on a course of \_\_\_\_\_ weeks duration in which there were \_\_\_\_\_ students. In interpreting evaluations, the amount of opportunity for observation of individual students should be considered. This evaluation should not be used as a sole or even major basis for action. It is primarily intended to furnish information on how well the student learned the subject matter or skills taught. Secondly, incidental observations of interest are reported. These have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by the instructors or in relationship to performance of those who have or who are taking the course. The evaluation is without regard to position, grade, or length of service in the Agency. These factors must be taken into account in interpreting the report.

#### Section I: Identifying Information

Name: \_\_\_\_\_ Course and Inclusive Dates: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E.O.D: \_\_\_\_\_ Grade or Rank: \_\_\_\_\_ Days Absent: \_\_\_\_\_

Position: \_\_\_\_\_ Office: \_\_\_\_\_

#### Section II: Observations of Attitudes or Behavioral Characteristics.

Directions: For each of the following, please circle the appropriate response.

- |   |   |
|---|---|
| <p>A. Did you observe any incidents that suggested this person lacked motivation for an Agency career?      Yes   No</p> <p>B. Did you observe any incidents that led you to question this person's security mindedness?      Yes   No</p> <p>C. Did you observe any incidents which indicated that this person has difficulty in getting along with others?      Yes   No</p> <p>D. Did you observe any incidents which led you to believe that this person had an unfavorable attitude toward</p> | <p>the course?      Yes   No</p> <p>E. Did you observe any incidents in which this student interfered with instructional and classroom activities?      Yes   No</p> <p>F. Did you observe any outstanding trait or characteristic that you believe should be taken into account either in dealing with this person or in planning his career?      Yes   No</p> <p>Do not answer 'yes' unless the person is well described by the trait. If 'yes' explain fully below.</p> |
|---|---|

Please explain more fully if answer to any of the above questions is 'yes.'

#### Section III: Knowledge Centile Standing<sup>1</sup>

#### Instructor's Rating<sup>2</sup>

Subject


Over-all Academic Evaluation: \_\_\_\_\_

1. Based on \_\_\_\_\_

2. Scale used: Failure, Poor, Satisfactory, Excellent, Superior.

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Section IV. Skills

Skill	Instructor's Evaluation Based On:			Associates' Evaluation
	Course Instruction		Incidental Observation	
	Centile <sup>1</sup> Standing	Rating	Rating	Centile <sup>2</sup> Standing
Ability to write reports				
Facility in oral expression				
Other:				
1. Based on		2. Based on:		

Section V. Attitudes and Personality Traits

Explanation: The distribution of scores for the class is shown for each trait or attitude rated. Red X's are for the instructors' ratings, black X's are for associates' ratings. The student's mark is circled.

Trait or Attitude	RATING:	Failure	Poor	Satisfactory	Excellent	Superior

Section VI. Adjusted Overall Evaluation

Directions: In terms of all factors observed during the course and taking into account this person's age, experience in Agency, grade, and general area of work, indicate, by placing an X in the appropriate box, your judgment of his performance in the course.

1. He was inadequate in his performance . . . . . \_\_\_\_\_
2. He was barely adequate in his performance and performed acceptably only  
in a limited range of assignments . . . . . \_\_\_\_\_
3. He performed acceptably, but was barely adequate in some respects . . . . . \_\_\_\_\_
4. He was a typically effective student who performed in a competent,  
dependable manner . . . . . \_\_\_\_\_
5. He performed at a high level of competence . . . . . \_\_\_\_\_
6. He performed at an extremely high level that only a few students have  
surpassed . . . . . \_\_\_\_\_
7. He performed at a level of competence that excelled all other students  
who have taken this course . . . . . \_\_\_\_\_

Section VII. Comments

Report here general information, extenuating circumstances, or recommendations not included elsewhere in this report:

(If more space is needed attach standard size sheet.)

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Chief Instructor